

## APPENDIX 1

### **NOTICE: DRAFT ANNUAL REPORT- 2014/2015**

Notice is hereby given in terms of Section 127 (5) of the Municipal Finance Management Act, 2003 (Act 56 of 2003) that the Theewaterskloof Municipality's Draft Annual Report for the 2014/2015 financial year was tabled at the Council Meeting of 25 January 2016 and is available for comments

It is available on the municipality's website [www.twk.org.za](http://www.twk.org.za) as well as the following offices

6 Plein Street, Caledon  
Arbour Drive Grabouw  
Hoofweg Villiersdorp  
Fontein Street Botriver  
Ds Botha Street Greyton  
Strydom Avenue Genadendal  
Bultekant Street Riviersonderend

All comments must be submitted to the Municipal Manager at the under-mentioned address before Tuesday, 23 February 2016 (12h00) or clearly marked **Draft Annual Report: 2014/2015** and placed in the Tender Box at the Caledon Offices

**HSD WALLACE  
MUNICIPAL MANAGER**

6 Plein Street / P.O. Box 24  
Caledon 7230

## APPENDIX 2

# ALTIMA REGIONAL JOURNAL OF MUNICIPALITY

**NOTICE: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC)- REVIEW AND ANALYSIS OF 2014/2015 ANNUAL REPORT**

*Notes:* as hereby given in terms of the MFIA Canada, No. 5, of the Municipal Finance Management Act 2003 (Act 96 of 2003) that the Thamsanigi's Municipality's Municipal Public Accounts Committee, it is hereby for the Review and Analysis of the 2014/2015 Annual Budget is hereby issued to mind as follows:

- 1 20 February 2016: pose our desire to Management to get clarity on the contents of the Annual Financial Statement and the Annual Report for March 2016 Public Meetings. The local community also, any other data will be allowed to make their observations on the annual report (they request for pre-conditions should be met) (Community and Social Committee) before the 20th February 2016
- 2 03 March 2016: Presentation of the draft oversight report, taking into consideration the views and inputs of the public, representatives of the Auditor General, organ of state, Councils and committees and Community
- 3
- 4 24 March 2016: Taking of a resolution to forward

The Dec 3 Annual Report for the 2014/2015 financial year was published at the Council Meeting of 23 January 2016 and is available for public comments from 26 January 2016 to 23 February 2016.

It is essential on the manufacturing side to have new with grazes, as well as the following off-set:

- 6 Fernside St, Lutterton
- " Arrowr Drive Garsbourn
- " Henshaw Williamsdorf
- " Foulton Street Bawley
- " The Bridge Street Grevdon
- " Strydom Avenue - Garsbourn, NJ
- " Bulwark Street Riverlandwood

The board will, as well as the rest of the company, be able to make suggestions on working on the Draft Annual Report as well as financial statements and submit two letters on 23 February 2016 to the following address:

- \* The Director Development at 6 Park Square, P.O. Box 24, London W230 9Y  
 \* email to [marley.mcgibbs@jcu.ac.uk](mailto:marley.mcgibbs@jcu.ac.uk)

All comments are welcome and will be reviewed for publication. Comments should be sent to the Editor, [editor@journals.sagepub.com](mailto:editor@journals.sagepub.com), or to the Editor, [editor@journals.sagepub.com](mailto:editor@journals.sagepub.com), or to the Editor, [editor@journals.sagepub.com](mailto:editor@journals.sagepub.com).

WORTHVILLE  
HUNTERMAN  
6 Plum Street / P.O. Box 24  
Celina 45822

THE NEW YORK PUBLIC LIBRARY  
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500 5TH AVENUE  
NEW YORK 17, N.Y.

**APPENDIX 3**

**MUNISIPALITEIT - UMASIPALA - MUNICIPALITY**

**THEEWATERSKLOOF**



**MPAC COMMITTEE MEETING/  
MPAC KOMITEEVERGADERING**

**MINUTES / NOTULE**

**09 FEBRUARY / FEBRUARIE 2016**

**MUNICIPALITY THEEWATERSKLOOF MUNISIPALITEIT**

**MPAC COMMITTEE MEETING/**

**MPAC KOMITEEVERGADERING**

**MINUTES / NOTULE**

**[09 FEBRUARY / FEBRUARIE 2016]**

<b>ITEM NR</b>	<b>ITEM BESKRYWING / DESCRIPTION</b>	<b>BLADSY / PAGE NR</b>
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1        **OPENING: WELCOME /**  
**OPENING: VERWELKOMING**

2.        **ATTENDANCE REGISTER /**  
**BYWONINGSREGISTER**

2.1       Present/  
            Teenwoordig

2.2       Application(s) for leave of absence  
            Aansoek(e) om verlof tot afwesigheid

3.        **ANNOUNCEMENTS BY THE CHAIRPERSON/**  
**AANKONDIGINGS DEUR DIE VOORSITTER**

4.        **PRESENTATIONS / VOORLEGGINGS**

4.1       2014/2015 Annual Report / Jaarverslag

5.        **DISCUSSIONS / BESPREKINGS**

            Obtain clarity from Management on aspects of the Annual Report

6.        **ADJOURNMENT / VERDAGING**

7.        **NEXT MEETING / VOLGENDE VERGADERING**

# **THEEWATERSKLOOF**

## **MUNISIPALITEIT / MUNICIPALITY**

NOTULE VAN DIE MPAC KOMITEE SE VERGADERING GEHOU OP 09 FEBRUARIE 2016 OM 10:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, CALEDON

MINUTES OF THE MPAC COMMITTEE MEETING HELD ON 09 FEBRUARY 2016 AT 10:00 IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, CALEDON

### **1. OPENING EN VERWELKOMING/OPENING AND WELCOME**

Die Voorsitter, Rdl JP Hendricks, verwelkom almal teenwoordig.  
Raadslid N Pieterse open met 'n gebed.

The Chairperson, Cllr JP Hendricks, welcomed all present.  
Councillor N Pieterse opens the meeting with prayer.

### **2. BYWONINGSREGISTER/ATTENDANCE REGISTER**

#### **2.1 Teenwoordig/Present**

Rdl/Cllr JP Hendricks  
Rdl./Cllr N Pieterse  
Rdl./Cllr A Cupido

Voorsitter / Chairperson

Mnr./Mr. G Lawrence

Chairperson of the Audit Committee /  
Voorsitter van die Ouditkomitee

Mnr./Mr HSD Wallace

Municipal Manager /

Adv. J Isaacs

Munisipale Bestuurder

Mnr./Mr D Louw

Direkteur : Korporatiewe Dienste

Mnr./Mr A Opperman

Director : Corporate Services

Mnr./Mr C v Heerden

Director: Financial Services

Me./Mrs B Swartland

Direkteur: Finansiële Dienste

Me./Miss T Twani

Chief Executive Auditor /

Me./Miss M Staal

Hoof Uitvoerende Ouditeur

Direkteur: Tegniiese Dienste /

Director: Technical Services

Deputy Director: Development Services/

Adjunk Direkteur: Ontwikkelingsdienste

Manager: IDP/

Bestuurder: GOP

Secretariat Services / Sekretariaatdienste

### Besoekers

Mnr./Mr. M Baatjies

Departement van Plaaslike Regering  
Department of Local Government

2.2

### Aansoek(e) om verlof tot afwesigheid : (3/2/1/3) Application(s) for leave of absence : (3/1/1/3)

Cllr./Rdl. M Plato-Mentoor - Written Apology / Skriftelike Verskoning

Mnr./Mr. HM Gxoyiya - Siekteverlof / Sick Leave

3.

### AANKONDIGINGS DEUR DIE VOORSITTER / ANNOUNCEMENTS BY THE CHAIRPERSON

None / Geen

'n Vakature het ontstaan op die komitee deur die aanstelling van Rdl MM Koegelenberg as 'n UBK lid en as Voorsitter van die Finansiële Dienste Komitee en sal die Raad 'n nuwe lid aanwys op 17 Februarie 2016 tydens 'n Spesiale Raadsvergadering, om op die MPAC Komitee te dien.

4.

### VOORLEGGINGS / PRESENTATIONS

None

5.

### BESPREKINGS / DISCUSSIONS

- Dat daar op op bladsy 29 Raadslid N de Wet se naam verwyder word aangesien hy nie meer 'n Raadslid was nie en dat seker gemaak word van Rdle J van Niekerk en JJ Swartz.
- Page 29: Clarity is needed in terms of Cllrs C Vosloo, N De Wet; J Van Niekerk and JJ Swartz's time of office
- Dat seker gemaak word van die werknemers getalle op bl. 83 en 90 en dat verder verduideliking gegee word.
- Dat die jaargetal reggestel word op bl 92.
- Dat 'n verslag in terme van die tendense en norme in die mark en die tendense en norme in TWK rakende siekteverlof opgestel word en terugvoer by die volgende vergadering gelewer word - Bladsy 129
- Dat opgevolg word oor beserings aan diens op bl 128. Dit dui aan dat dit geen koste-impak het nie.
- Dat "narratives" ingevoeg word. Verslag moet voor volgende vergadering opdateer word.

- Die vakante poste moet aangedui word op bl 147.
- Dat 2015/16 Finansiële jaar op bl 149, kolom 5.4 verwyder word.
- Dat 'n formele "1 on 1 editing" sessie ingebou word met die verskeie direktorate en wanneer die Direkteure tevrede is dat die inligting korrek is, dit afteken.
- Op bl 191 moet "Performance- and Audit Committee" wees in plaas van "Audit Committee".
- Bl 208 moet wees "resealing" in plaas van "recealing".
- Op bl 210 moet wees "reservoir" in plaas van "reservoirs".

6. **ADJOURNMENT**  
**VERDAGING**

Die vergadering verdaag om 10:45.  
The meeting was adjourned at 10:45.

7. **NEXT MEETING / VOLGENDE VERGADERING**

Die volgende vergadering is geskeduleer vir 03 Maart 2016. /

The next meeting is scheduled for 03 March 2016.

OPGESTEL EN BYGEHOU DEUR : .....  
COMPILED AND RECORDED BY : **M STAAL**  
**SEKRETARIAATDIENSTE /**  
**SECRETARIAT SERVICES**

MPAC KOMITEE

09 FEBRUARIE 2016

RAADSLID

RAADSLID J HENDRICKS

~~RAADSLID M KOEGELENBERG~~

RAADSLID A CUPIDO

RAADSLID M PLATO-MENTOOR

RAADSLID N PIETERSE

MNR G LAWRENCE

AMPTENAAR

MNR HSD WALLACE

ADV J ISAACS

MNR D LOUW

MNR C VAN HEERDEN

MNR HM GXOYIYA

ME B SWARTLAND

MNR J BARNARD

MNR A OPPERMAN


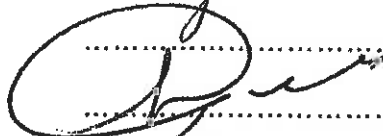

ME T TWANI

ME M FAUL


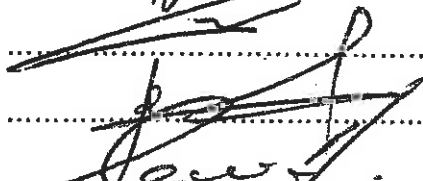
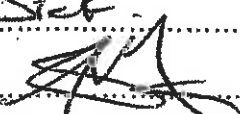
ME M STAAL

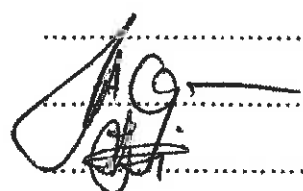
MR M. BAATJES (DEPT LOCAL  
GOVERNMENT)


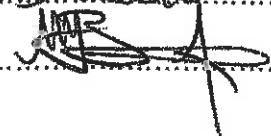
HANDTEKENING

  
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Skriflike verskoning  
  
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HANDTEKENING

  
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Siek  
  
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## Celeste Kellies

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**From:** Mekié Plato <mplatoda@gmail.com>  
**Sent:** Tuesday, February 09, 2016 8:30 AM  
**To:** Celeste Kellies  
**Subject:** MPAC

Goeie dag

Hiermee wil ek graag verskoning indien vir die vergadering. Het nog baie pyn in arm agv die ongeluk.

Hoop u vind dit in orde

Groete  
Mekié

## APPENDIX 4



### MEMORANDUM

TO : MUNICIPAL PUBLIC ACCOUNT COMMITTEE MEMBERS  
FROM : DIRECTOR DEVELOPMENT  
SUBJECT : SCHEDULED MPAC MEETING – 3 MARCH 2016  
ENQUIRIES : T TWANI  
DATE : 24 FEBRUARY 2016

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This serves as notification that the MPC meeting scheduled for 03 March 2016 is cancelled. The purpose of this meeting was to allow the local community and any organ of state to make representations on the 2014/15 Annual Report. The closing date for all comments and request for public hearings was on the 23 February and no comments were received.

The Chairperson after consultation with the members of the MPAC will draft the Oversight report and present the re draft at the planned meeting of the 08 March 2016, 14:00 at the Council Chambers. The final 2014/15 Oversight Report and Annual Report will be tabled at council on the 24 March 2016 for final approval.

Kind regards

A handwritten signature in black ink, appearing to read "MH Gxoyiya", with a long horizontal line extending to the right.

MH Gxoyiya

Director Development

## APPENDIX 5



Western Cape  
Government

Provincial Treasury

Ms N Rinquest

Local Government Budget Office

Email: [Nadia.Rinquest@westerncape.gov.za](mailto:Nadia.Rinquest@westerncape.gov.za)

tel: +27 021 483 8692 fax: +27 21 483 4680

Reference: PTR13/2/15 (2014/15)

The Municipal Manager  
Theewaterskloof Municipality  
PO Box 24  
Caledon  
7230

Dear Municipal Manager

### COMMENTS ON THE TABLED 2014/15 ANNUAL REPORT

As per Provincial Treasury Municipal Circular No.40 of 2015: Integrated Planning, Budgeting and Governance Process (dated 18 December 2015), municipalities were reminded of their responsibilities in terms of section 127(2) of the MFMA to table the annual report before the municipal council within seven months after the end of the financial year (by end January).

Municipalities were further encouraged to prepare the annual report in the format prescribed by MFMA Circular No. 63 and to submit it to Provincial Treasury in line with the requirements of section 127(5)(b) of the MFMA.

Provincial Treasury has taken receipt of your Municipality's annual report and can now give effect to its oversight mandate by assessing the report to ensure legislative compliance. The comments and recommendations contained in this assessment will assist the Municipality to improve both its conformance and performance capabilities with respect to managing and reporting on pre-determine objectives.

The Municipality is reminded to consult PT Circular 40 regarding the process to be followed in tabling, adopting and submitting the final annual report and associated oversight report.

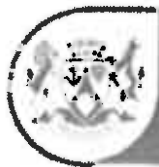
For any further enquiries, please do not hesitate to contact Ms Rinquest as per above details.

Kind regards

**MR M BOOYSEN**

**SENIOR MANAGER: BUDGET MANAGEMENT: LOCAL GOVERNMENT**

**DATE: 24 February 2016**



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## **THEEWATERSKLOOF MUNICIPALITY ANNUAL REPORT ASSESSMENT 2014/15**

### **1. INTRODUCTION**

MFMA section 121(1) states that every municipality and every municipal entity must for each financial year prepare an annual report. The council of a municipality must within nine months after the end of the financial year deal with the annual report of the municipality and of any municipal entity under the municipality's sole or shared control in accordance with section 129.

MFMA sections 121(3) and (4) sets out the framework relating to the content of the annual reports for both municipalities and municipal entities. These include:

- The annual financial statements of the municipality/entity and if municipality has municipal entities, consolidated annual financial statements as submitted to the Auditor-General for audit;
- The audit report of the Auditor-General in terms of both section 126(3) of the MFMA and section 45(b) of the MSA;
- Municipality's annual performance report as per section 46 of the MSA;
- Assessment of any arrears on municipal taxes and service charges;
- Assessment of municipality's performance against measurable performance objectives for revenue collection from each revenue source and for each vote in the municipality's approved budget;
- Particulars of corrective action taken or to be taken on issues raised in audit reports;
- Explanations to clarify issues on financial statements; and

- Any other information determined by the municipality/entity including recommendations made by the audit committee and any other information as may be prescribed.

National Treasury has further introduced the new annual report template and MFMA Circular No. 63 on 26 September 2012. MFMA Circular 63 aims to provide guidance to municipalities and municipal entities on the new Annual Report format and its contents.

## **2. PURPOSE**

The purpose of this assessment is to fulfil Provincial Treasury's oversight role as outlined in sections 5 and 6 of the MFMA. In addition, the assessment aims to:

- Assist the municipality to demonstrate accountability;
- Promote organisational learning,
- Promote understanding of the municipality's operational performance; and ultimately assist the municipality in decision making activities.

### 3. LEGISLATIVE COMPLIANCE

**Table 1 Legislative Compliance**

	<b>Applicable legislation</b>	<b>Comment and recommendations</b>
Annual Report tabled to council?	MFMA section 121(1)	Yes, the annual report was tabled to council on 25 January 2016 within 7 months after the end of the financial year
Annual Report made public and public invited to comment	MFMA section 127(5)	The annual report was made public on 25 January 2016
Has the Municipality conducted public participation on the Annual Report	MFMA section 127(5)	A public notice was placed on the municipal website and the closing date for comments is 23 February 2016
Annual Report submitted to PT	MFMA section 127(5)	The electronic copy of the annual report was received by PT on 25 January 2016 and the hard copy was received on 2 February 2016
Annual Report placed on website within 5 days after tabling in Council	MFMA section 75	Yes, the annual report was placed on the municipality's website on 25 January 2016. It can be found here <a href="http://www.twk.org.za/notice-draft-annual-report-20142015">http://www.twk.org.za/notice-draft-annual-report-20142015</a>

Source: PT network and municipal website

#### 4. FORMAT OF THE ANNUAL REPORT

This section is to determine if the Annual Report complies with the Annual Report Template.

**Table 2 Format of the Annual Report**

	Yes/No
<b>Chapter 1</b>	
<b>Executive Mayors foreword</b>	<b>Yes</b>
Strategic alignment to Provincial and Growth and Development Strategy	<b>Yes</b>
Corrective actions taken to ensure that strategic objectives as stipulated in the IDP were achieved	<b>Yes</b>
Methods used/implemented to improve public participation and accountability	<b>Yes</b>
Statement of corrective actions whereby service delivery can be improved	<b>Yes</b>
<b>Municipal Managers foreword</b>	<b>Yes</b>
Functions and Powers of the municipality/entity in relation to section 155/156 of the Constitution and Chapter 3 of the MSA	<b>No</b>
Sector departments and the sharing of functions between the municipality/entity and sector departments	<b>No</b>
A statement on the previous financial year's audit opinion	<b>Yes</b>
Information related to the revenue trend by source including borrowings undertaken by the municipality	<b>Yes</b>
The internal management changes in relation to section 56/57 managers	<b>No</b>
Risk assessment, including the development and implementation of measures to mitigate the top 5 risks	<b>No</b>
<b>Municipal Overview</b>	<b>Yes</b>
Information on socio-economic conditions (demographics, economic growth, population, growth)	<b>Yes</b>
Outcomes of both success and not so successful initiatives embarked upon	<b>No</b>
<b>Chapter 2: Governance</b>	
Component A: Governance Structures, Political Governance Structure and Administrative Governance Structure	<b>Yes</b>
Component B: Intergovernmental Relations: Intergovernmental Relations	<b>Yes</b>
Component C: Public Accountability and Participation (Public Meetings and IDP Participation and Alignment	<b>Yes</b>

	Yes/No
Component D Corporate Governance (Risk Management, Anti-corruption and fraud, Supply Chain Management, By-laws, websites, Public Satisfaction on Municipal Services, All municipal oversight committees.	Yes
<b>Chapter 3: Service Delivery</b>	
Component A Basic services, Housing and free basic services	Yes
Component B Road Transport- Roads , transport	Yes
Component C Planning and Development	Yes
Component D vCommunity and social services	Yes
Component E Environmental protection	Yes
Component F Health	Yes
Component G Safety and security	Yes
Component I Corporate policy offices and other services	Yes
<b>Chapter 4: Organisational Development Performance</b>	
Component A Introduction to the municipal workforce (Total Employment, to include staff turnover)	Yes
Component B. Managing the municipal workforce Levels on reporting should be broken down to MM & section 56, top management, assistant managers, supervisors, etc	Yes
Component C Capacitating the municipal workforce	Yes
Component D Managing the municipal workforce expenditure	Yes
<b>Chapter 5: Financial Performance</b>	
Component A Statement of Financial Performance	Yes
Component B Spending against Capital Budget	Yes
Component C Cash flow Management and Investment	Yes
Component D. Other Financial Matters	Yes
<b>Chapter 6: Auditor-General Audit Findings</b>	
2013/14 Audit opinion	Yes
2014/15 Audit opinion	Yes



According to MFMA Circular 63, the following information must be completed and added to the Annual report to ensure that it complies with the requirements of various legislations:

<b>Appendices</b>	<b>Yes/No</b>
Appendix A: Councillors, Committee Allocation and Council Attendance	Yes
Appendix B: Committee and Committee Purpose	Yes
Appendix C: Third Tier Administrative Structure	Yes
Appendix D: Functions of Municipality/Entity	Yes
Appendix E: Ward Reporting	Yes
Appendix F: Ward Information	Yes
Appendix G: Recommendations of the Municipal Audit Committee	Yes
Appendix H: Long Term Contracts and Public Partnerships	Yes
Appendix I: Municipal entity/Service Provider Performance	Yes
Appendix J: Disclosure of Financial Interest	Yes
Appendix K: Revenue Collection Performance	Yes
Appendix L: Conditional Grants Received excluding MIG	Yes
Appendix M: Capital Expenditure –New & upgrade /Renewal Programmes Including MIG	Yes
Appendix N: Capital Programme by project current year	Yes
Appendix P: Service Connection Backlogs at schools and Clinics	Yes
Appendix Q: Service Backlogs Experienced by the Community where another Sphere of Government is responsible for Service Provision	Yes
Appendix R: Declaration of Loans and Grants made by the Municipality	Yes
Appendix S: Declaration of Returns not made in due Time under MFMA s71	No
Appendix T: National and Provincial Outcome for Local Government	Yes

## **5. FINDINGS AND RECOMMENDATIONS**

Theewaterskloof Municipality 2014/15 Annual Report complies with legislation regarding tabling, publishing document for comments, submission to Provincial Treasury and placement on the Website within the time frames prescribed in the MFMA section 121.

The Executive Summary provides a comprehensive overview of the socio-economic reality in Theewaterskloof. The municipality is fully aware of the challenges faced especially with regards to its financial sustainability and is making a concerted effort to address these challenges in an innovative manner. Certain sections in the Municipal Managers Foreword

have been excluded as per MFMA Circular 63 however it is noted that this information is reflected in other areas of the document.

In Chapter 2, the annual report provides a transparent and thorough overview of governance within the municipality. This reflects well on the municipality's commitment to accountability to its citizens.

The Service Delivery Performance Report included in pages 50-124 indicates that for the year 2014/15, the municipality reported on 76 targets of which only 67 are applicable to the reporting period as 9 KPIs were removed in a revised SDBIP. In order to improve accurate reporting, it is recommended that the municipality removes the KPI's that do not have actual targets for the reporting period from its annual report. The municipality achieved 73.1 per cent of its targets for 2014/15 (49 out of 67 targets were met). Of the 18 targets not achieved, the municipality has ensured that corrective actions will be taken to meet the targets in the future. For 2014/15, the municipality has no service delivery backlogs with respect to basic water and sanitation services.

The Theewaterskloof Municipality is commended for its overall effort in compiling the 2014/15 Annual Report. Reporting is of a high standard and reflects useful and accurate information pertaining to the Municipality's performance during the year under review.



# [OVERSIGHT REPORT]

Council Meeting: 23 March 2016

## **Table of Contents**

- 1. STATEMENT OF PURPOSE OF THE MPAC**
- 2. THE MPAC**
- 3. CIRCULATION OF THE ANNUAL REPORT**
- 4. SUMMARY OF FINDINGS RELATED TO THE ANNUAL REPORTING**
- 5. SUMMARY OF PRESENTATIONS RECEIVED FROM COMMUNITY AND  
OTHERS**
- 6. COMMENTS AND DEPARTMENTAL RESPONSE ON THE 2014/15 ANNUAL  
REPORT**
- 7. SUMMARY OF COMPONENTS THAT REQUIRE TO BE REVISED**
- 8. MINUTES OF THE MEETING OF THE MPAC**
- 9. RESOLUTION TO COUNCIL**

## 1. STATEMENT OF PURPOSE OF THE MPAC

It is imperative to have an understanding of the accountability framework for municipalities in order to correctly understand the role of the Oversight Report as distinct from that of the Annual Report and any other reports required from the municipality.

The following table displays the nature of the accountability framework for local government:

	<b>Responsible for</b>	<b>Oversight over</b>	<b>Accountable to</b>
<b>Council</b>	Approving policy and budget	Mayor	Community
<b>Mayor</b>	Policy, budgets, outcomes, management of / oversight over municipal manager	Municipal Manager	Council
<b>Municipal Manager</b>	Outputs and implementation	The Administration	Mayor
<b>Chief Financial Officer and Senior Managers</b>	Outputs and implementation	Financial Management and Operational Functions	Municipal Manager

The Oversight Report is the final major step in the annual reporting process of a municipality.

Section 129 of the Municipal Finance Management Act requires the council to consider the annual report of its municipality and to adopt an "oversight report" containing the council's comments on the annual report.

The Oversight Report must include a statement whether the Council:

- has approved the annual report, with or without reservations;
- has rejected the annual report; or
- has referred the annual report back for revision of those components that can be revised.

The Oversight Report is a separate product from the Annual Report.

The Annual Report is submitted to the Council by the Accounting Officer and the Executive Mayor and is part of the process for discharging accountability by the executive and administration for their performance in achieving objectives and goals set by the municipality in the relevant financial year.

The Oversight Report follows consideration and consultation on the Annual Report and is considered to be a report of the municipal council to the community disclosing the level of success or otherwise, obtained with meeting the priority needs and stated desires of the community as contained in the IDP.

## 2. THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

The Municipal Public Accounts Committee consists of the following Councillors

**Chairperson:** Cllr J Hendricks  
Cllr C Lamprecht  
Cllr A Cupido  
Cllr M Plato  
Cllr N Pieterse

**External Member:** Chairperson of the Audit Committee – Mr GN Lawrence

## 3. CIRCULATION OF THE ANNUAL REPORT

The Annual Report was circulated by making copies available and advertising its availability for comments as follows:

- On the municipality's website [www.twk.org.za](http://www.twk.org.za) as well as the following offices:
- 6 Plein Street, Caledon
- Arbour Drive Grabouw
- Hoofweg Villiersdorp
- Fontein Street Botrivier
- Ds. Botha Street Greyton
- Strydom Avenue Genadendal
- Buitekant Street Riviersonderend

#### 4. SUMMARY OF FINDINGS RELATED TO THE ANNUAL REPORTING

The following table summarises the respective findings of the MPAC relating to the process followed in compiling the Annual Report in comparison to the process required.

Reservation Expressed by the MPAC	Action Required	Due Date
The draft Annual Report was submitted to Council on due date. The Council meeting was held on the 25 January 2016.	Done	25 January 2016

#### 5. SUMMARY OF PRESENTATIONS RECEIVED FROM COMMUNITY AND OTHERS

The following table reflects the key written representation received from the respective organisations/individuals relating to the content of the Annual Report:

Representation Submitted by:	Key Issues Raised	Determination by MPAC
Individual Councillors	None	
Private Individuals	None	
Other organised community structures (business, churches, sporting bodies, agriculture, labour, etc.)	None	See attached notice to community requesting for comments on the Annual Report : Appendix1
Internal Auditors	None	
Audit Committee	Performance- and audit committee report	The Audit Committee's Chairperson Report is included in the AR
Other spheres of government	Provincial Treasury(Annual Report Assessment)	See Attached Appendix 5: Recommendation are noted and will be attended to.

#### 6. COMMENTS AND DEPARTMENTAL RESPONSE ON THE 2014/15 ANNUAL REPORT

##### CHAPTER 2:

**Page 29:** Clarity is needed in terms of Cllrs C Vosloo, N De Wet; J Van Niekerk and JJ Swartz's time of office

##### Response Corporate Services

<b>Councillor</b>	<b>Date of Resignation</b>
<b>Councillor C Vosloo</b>	20 July 2015
<b>Councillor N de Wet</b>	06 March 2015
<b>Councillor J van Niekerk</b>	27 August 2015
<b>Councillor J Swartz</b>	10 December 2015

***Below is a table that categorised the councillors within their specific political parties and wards:***

**Councillors, Committees Allocated and Council Attendance**

<b>Council Members</b>	<b>Full Time / Part Time</b>	<b>Committees Allocated</b>	<b>*Ward and/or Party Represented</b>	<b>Percentage Council Meetings Attendance</b>	<b>Percentage Apologies for non-attendance</b>
	<b>FT/PT</b>			<b>%</b>	<b>%</b>
<b>Alderman C B Punt</b>	Fulltime	Executive Mayor	DA	90%	10%
<b>Councillor C Vosloo</b>	Fulltime	Speaker	DA	100%	0%
<b>Councillor P U Stanfliet</b>	Fulltime	Technical Services	Ward 7 DA	100%	0%
<b>Councillor M Tshaka</b>	Fulltime	Corporate Services	Ward 13 DA	90%	10%
<b>Councillor K Papier</b>	Fulltime	Operations	Ward 3 DA	100%	0%
<b>Councillor G Carelse</b>	Fulltime	Development Services	COPE	95%	5%
<b>Councillor N De Wet</b>	Fulltime	Financial Services	Ward 5 DA	100%	0%
<b>Councillor N Pieterse</b>	Part Time	Corporate Services	Ward 9 DA	95%	5%
<b>Councillor M Nongxaza</b>	Part Time	Corporate Services	NICO	95%	5%
<b>Councillor J Nellie</b>	Part Time	Corporate Services	Ward 6 ANC	70%	30%
<b>Councillor F Mankayi</b>	Part Time	Corporate Services	ANC	65%	35%
<b>Councillor M Koegeleberg</b>	Part Time	Financial Services	Ward 4 DA	100%	0%
<b>Councillor L Mathomela</b>	Part Time	Financial Services	Ward 11DA	70%	30%
<b>Councillor M Appel</b>	Part Time	Financial Services	ANC		
<b>Councillor J Hendricks</b>	Part Time	Financial Services	ANC	85%	15%
<b>Councillor M Plato-Mentoor</b>	Part Time	Development Services	Ward 10 DA	95%	5%
<b>Councillor I Sileku</b>	Part Time	Development Services	DA	100%	0%
<b>Councillor P de Wet</b>	Part Time	Development Services	ANC	60%	40%
<b>Councillor U Sipunzi</b>	Part Time	Development Services	Ward 12 ANC	90%	5%
<b>Councillor K Tiemie</b>	Part Time	Technical Services	Ward 1 DA	100%	0%
<b>Alderman C November</b>	Part Time	Technical Service	ANC	90%	10%
<b>Councillor C Thembani</b>	Part Time	Technical Service	Ward 8 ANC	95%	5%
<b>Councillor J Van Niekerk</b>	Part Time	Operations	NNP	60%	40%
<b>Councillor M Hector</b>	Part	Operations	Ward 2 DA	95%	5%

<b>Councillor A Cupido</b>	Time Part Time	Operations	ANC	100%	0%
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## CHAPTER 3:

**Pages 83 and 90:** Should make sure about the employees numbers and provide further explanation

### Response Corporate Services:

Corrections have been made accordingly and no further explanatory notes is required as information is clear enough:

#### 3.4.4 EMPLOYEES: SOLID WASTE MANAGEMENT

Employees: Solid Waste Management Services: SOLID WASTE (includes dumping site): 413					
Job Level	2013/14 Employees	Posts	Employees	2014/15 Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
0 - 3	74	76	77	2	2%
4 - 6	5	5	2	-	0%
7 - 9	10	11	13	-	0%
10 - 12	-	-	1	-	0%
13 - 15	-	-	-	-	-
16 - 18	-	-	-	-	-
19 - 20	-	-	-	-	-
<b>Total</b>	<b>89</b>	<b>92</b>	<b>93</b>	<b>2</b>	<b>2%</b>

#### 3.7.6 EMPLOYEES: ROAD SERVICES

Employees: Roads: 518					
Job Level	2013/14 Employees	Posts	Employees	2014/15 Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
0 - 3	54	54	54	-	0%
4 - 6	17	17	16	1	6%
7 - 9	7	7	7	-	0%
10 - 12	1	1	1	-	-
13 - 15	-	-	-	-	-
16 - 18	-	-	-	-	-
19 - 20	-	-	-	-	-
<b>Total</b>	<b>79</b>	<b>79</b>	<b>78</b>	<b>1</b>	<b>1%</b>

**Page 93:** Financial years to be reflected in the correct sequence

### Response Technical Services:

All necessary corrections have been made.

#### 3.9.2 GRAVEL ROAD INFRASTRUCTURE



Gravel Road Infrastructure  
Kilometres

	Total gravel roads	New gravel roads constructed	Gravel roads upgraded to tar	Gravel roads graded/maintained
Year 2012/13	96.4	0	0	96.4
Year 2013/14	98.80		0.80	98.0
Year 2014/15	99.89	0.00	1.09	98.8

### 3.9.3 TARRED ROAD INFRASTRUCTURE

Asphalt Road Infrastructure  
Kilometres

	Total surfaced roads	New surfaced roads	Existing surfaced roads re-surfaced	Existing surfaced roads re-sheeted	Surfaced roads maintained
2012/13	161	0.3	7	0	
2013/14	165	0.4	0	2	80
2014/15	171	0	0	0	0

### 3.9.6 Financial performance: stormwater services

Financial Performance : Stormwater Services R'000					
Details	2013/14	2014/15		Actual	Variance to Budget
	Actual	Original Budget	Adjustment Budget		
<b>Total Operational Revenue</b>					-
Expenditure:					-
Employees					-
Repairs and Maintenance					-
Other					-
<b>Total Operational Expenditure</b>	0	0	0	0	-
<b>Net Operational Expenditure</b>	0	0	0	0	-
<i>Net expenditure to be consistent with summary table T5.1.2 in Chapter 5. Variances are calculated by dividing the difference between the Actual and Original Budget by the Actual.</i>					T3.9.7

Note information is already included in 3.1.7 Financial Performance: Water Distribution.

## Chapter 4:

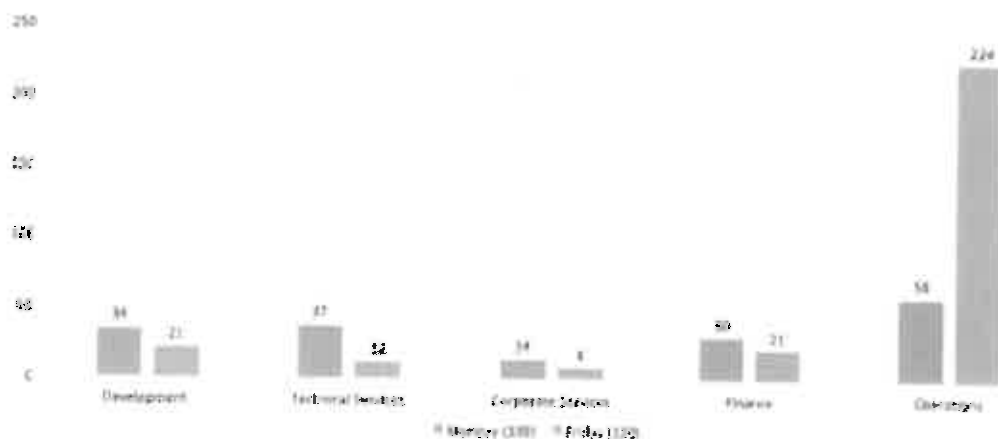
**Page 129:** That a report in terms of the trends and standards in the market and the trends and norms in TWK regarding sick leave are set and feedback is provided at the next meeting.

### Response Corporate Services:

# Absences on a Monday and a Friday

Period: 1 July 2014 to 30 June 2015

## Absences per Directorate



**Page 128:** Should be followed up on injury on duty. Currently it indicates that there's no cost impact

### 4.3.1 NUMBER AND COST OF INJURIES ON DUTY

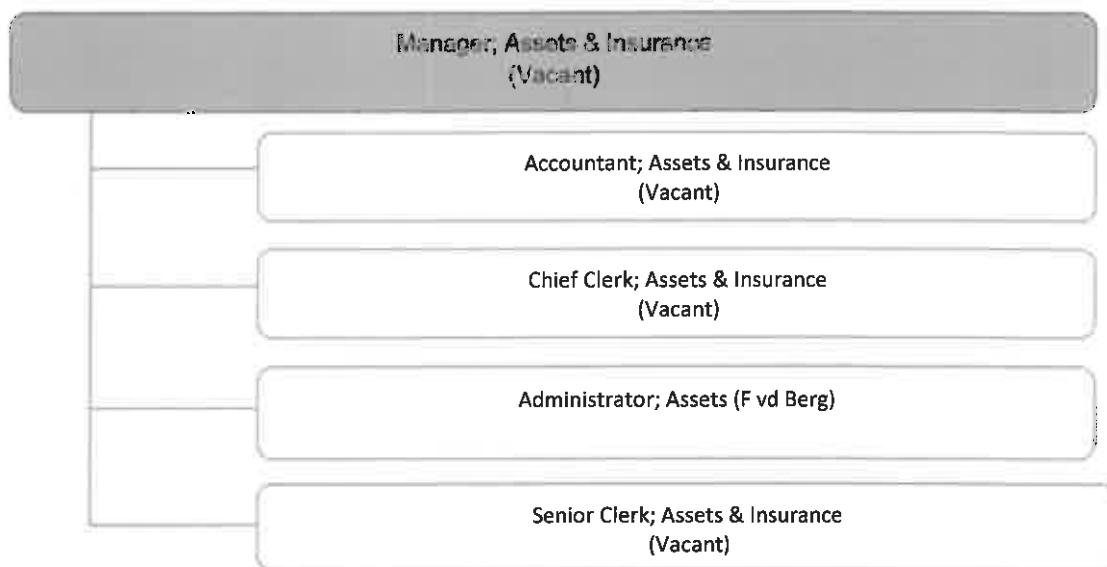
Number and Cost of Injuries on Duty

Type of injury	Injury Leave Taken	Employees using injury leave	Proportion employees using sick leave	Average Injury Leave per employee	Total Estimated Cost
	Days	No.	%	Days	R'000
Required basic medical attention only					
Temporary total disablement	147	49	7.75%	3	R60 042.00
Permanent disablement			0.00%	0	R 0.00
Fatal			0.00%	0	R 0.00
Total	147	49	7.75%	3	R 60 042.00
					T43.1

## Chapter 5:

**Page 148:** That clear indication should be made of vacant positions.

### Response Finance Services:

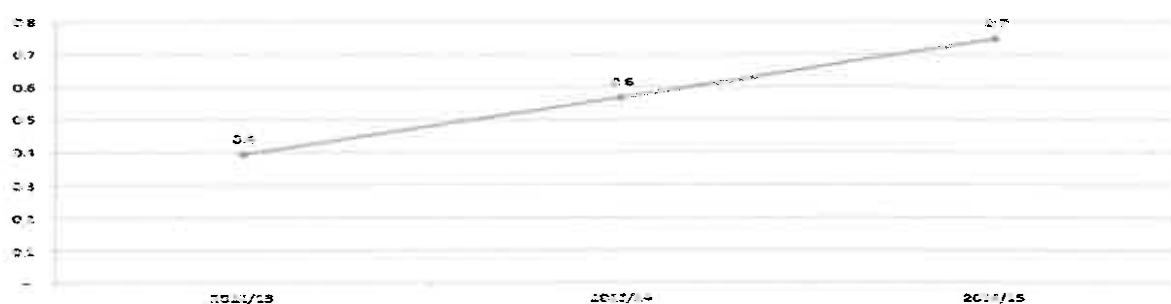


**Pages 149- 158:** On Financial Ratios, the 2015/16 financial year to be removed

### Response Financial Services:

#### SA FINANCIAL RATIOS BASED ON KEY PERFORMANCE INDICATORS

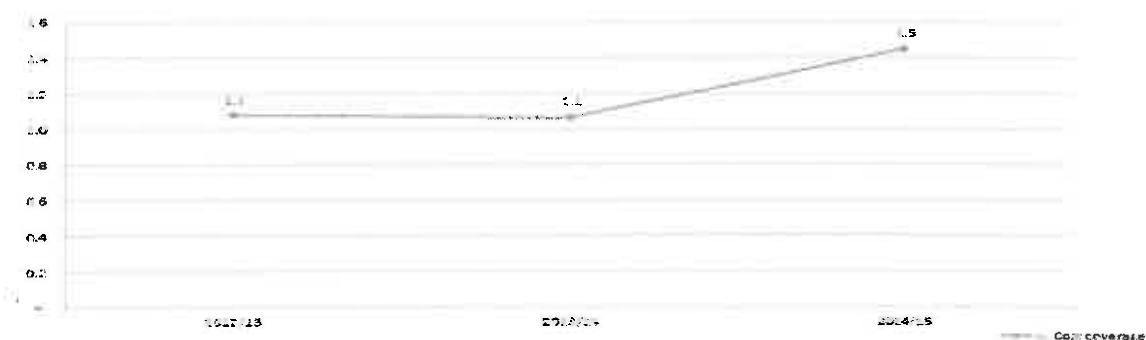
##### Liquidity Ratio



Liquidity Ratio – Measures the municipality's ability to pay its bills and is calculated by dividing the monetary assets (due within one year ) by the municipality's current liabilities. A higher ratio is better.  
Data used from MBRR SA8

T5.4.1

##### Cost Coverage



Cost Coverage – It shows the how many months expenditure can be covered by the cash and other liquid assets available to the municipality excluding the use of grants and is calculated as follows:

### Total Outstanding Service Debtors

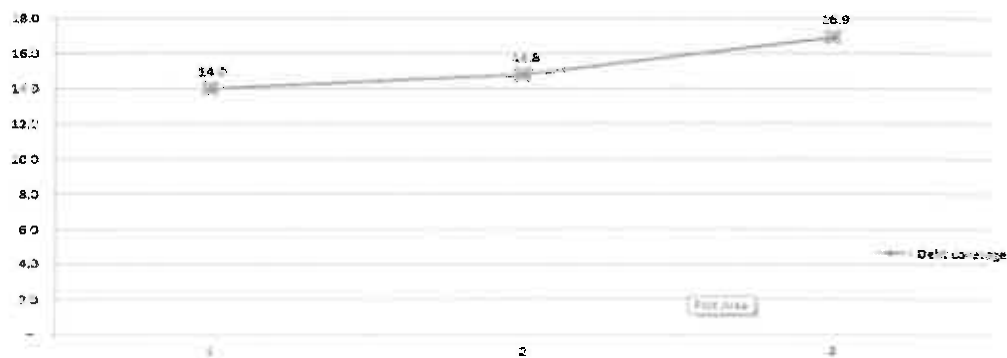


T5.4.2

Total Outstanding Service Debtors – Measures how much money is collected by the community for water, electricity, sewerage and sanitation compared to the amount of money that has been paid for these services. It is calculated by dividing the total outstanding debtors by the total annual revenue. A lower score is better.

Data used from MPR SAB

### Debt Coverage



Debt Coverage – The number of times debt payments can be accommodated with Operating revenue (excluding grants). This return represents the ease with which debt payments can be accommodated by the municipality.

Data used from MPR SAB

T5.4.3

### Creditors System Efficiency



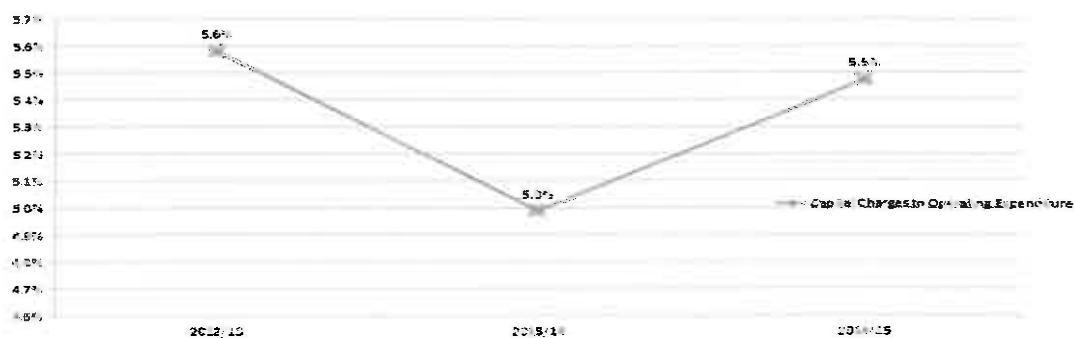
Creditors System Efficiency – The proportion of creditors paid within terms (i.e. 30 days). This ratio is calculated by outstanding trade creditors divided by credit purchases.

Data used from MPR SAB

T5.4.4

T5.4.5

### Capital Charges to Operating Expenditure

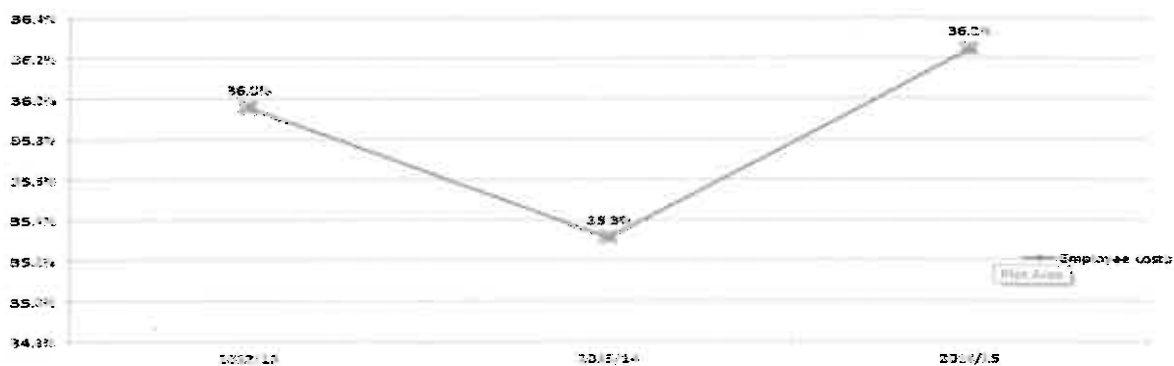


Capital Charges to Operating Expenditure ratio is calculated by dividing the sum of capital interest and principal paid by the total operating expenditure.

Data used from MBRR 5/8

T5.4.6

### Employee Costs

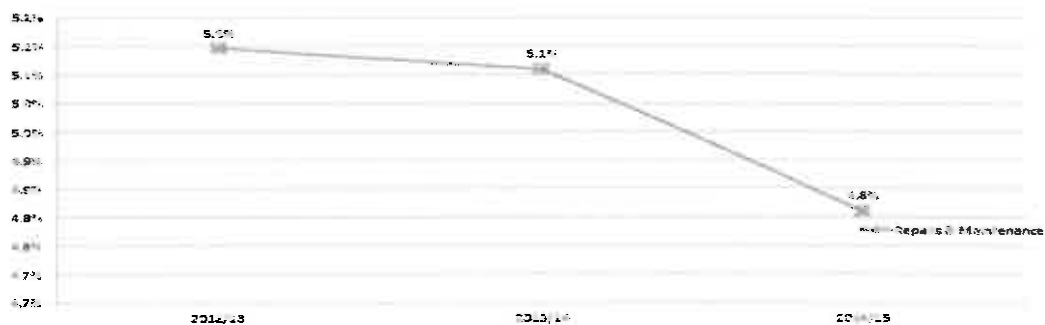


Employee cost—Measures what portion of the revenue was spent on paying employee costs. It is calculated by dividing the total employee cost by the difference between total revenue and capital revenue.

Data used from MBRR 5A8

T5.4.7

### Repairs & Maintenance



Repairs and Maintenance—This represents the proportion of operating expenditure spent and is calculated by dividing the total repairs and maintenance.

Data used from MBRR 5A8

T5.4.8

**Comment:** A formal one on one editing session with the various directorates should be built in the process and when the directors are satisfied that the information is correct, they should sign it off.

**Response Development Services:**

A formal session was conducted with all relevant and affected departments. Commitment has been made to continue with this practice to ensure accurate reporting.

**Appendices:**

**Page 191:** Should read as Performance- and Audit Committee instead of Audit Committee.

**Response Development Services:**

- Corrections have been made.

**Page 208:** Should be resealing instead of "receiving"

**Response Finance Services:**

- Corrections have been made in all affected sections.

**Page 210:** Should be reservoirs instead of tanks "resevoirs"

- Correction has been made.

**7. MINUTES OF THE MEETING OF THE MPAC**

The minutes of the MPAC held on the 09 February 2016 and 08 March 2016 are attached to this report.

**8. RECOMMENDATIONS TO COUNCIL**

1. That cognisance be taken of the Oversight Report on the 2014/2015 Annual Report of Theewaterskloof Municipality
2. That the Council, having fully considered the Annual Report 2014/15, adopts the Oversight Report
3. That the 2014/15 Annual Report of Theewaterskloof Municipality be adopted without reservation
4. That the Oversight Report be made public in accordance with section 129(3) of the Municipal Finance Management Act (Act 56 of 2003)
5. That the Oversight Report be submitted to the Provincial Legislature in accordance with section 132 (2) of the Municipal Finance Management Act (Act 56 of 2003)

**J HENDRICKS  
CHAIRPERSON**

**DATE:**